

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2010 – 0017

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to “Layoff Issues” Section of the HR Handbook

Issue Date: December 22, 2010

This is to advise that the “Layoff Issues” section of the HR Handbook has been updated with the following changes:

- **Revised – *Filling Vacancies After a Layoff, Job Aid: Procedures for Using a Department Preferred List***

REASON FOR THE CHANGE: This document provides updated procedures for using a Department Preferred Reemployment List (DPRL) on the new system located on the Civil Service website through the HR Professionals portal, *HR Info*. The new DPRL system is a more flexible and user-friendly tool that includes additional search features for accessing information on DPRLs. This new DPRL system will become available on Wednesday, December 15, 2010 and the OPEN system will no longer be used for DPRL information. As a result, Section VIII in the Staffing portion of the HR Handbook has been updated to remove reference to the DPRL system.

If you have any questions, please contact the Staffing Division at (225) 219-9390.

Sincerely,

s/Shannon S. Templet
Director